

Task 3—Layout of Notes

Standards addressed:

- 4. Evaluate the appropriateness of notes provided in a text. (C)
- 8. Evaluate their work using a rubric. (P)

Presentation of Task to Students

Part one—

In your groups, you will review your analysis of the notes that you completed in task 2 and create a format for notes that is user-friendly. You must submit a final typed copy of your layout and the rationales to me.

Your format must include:

- the page design
- a sample vocabulary note
- a sample grammar note
- a sample history note
- a rationale (2-5 sentences long) for the layout of each part (the page design and each sample note) that explains why that format is user-friendly

Part two—

Your group will present your format to the class using a visual aid so that the rest of the class can follow along as you present the format. The rationales should not be included in your visual aid, but should be explained to the class during your presentation. Each person in the group must present part of the format.

Part three—

As a class, we will evaluate the various formats and vote for the layout of each section that seems the most user-friendly.

Rubric for Notes Format

Completion	Your format includes the page design, a sample vocabulary note, a sample grammar note, and a rationale for each part. Your group created an appropriate visual aid. 10 9	Your format is missing one part and/or the rationale for one or more of the parts. 8 7	Your format is missing several parts and/or is missing the rationale for one or more of the parts. 6 5 4 3 2 1
Presentation	Your presentation clearly explained the format and you used the visual aid effectively. Each group member presented an equal part of the format. You explained all of the rationales to the class. 10 9	Your presentation explained most of the format and/or was mostly clear. You used a visual aid, but there were some confusing aspects. Each group member presented information, but it was divided unequally. You explained some of the rationales to the class. 8 7	Your presentation failed to explain parts of the format and/or was unclear. You did not use a visual aid or the visual aid was confusing and unclear. Some members of the group did not present. You failed to explain the rationales to the class. 6 5 4 3 2 1